

# Head of Modern Foreign Languages

Applicant Pack



Outstanding Achievement for All

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# The vacancy

## Post advert

**Deadline for applications:** 11.59pm on Sunday 30<sup>th</sup> March 2025

**Interviews to be held:** 21<sup>st</sup> April 2025

**To start:** September 2025

We are seeking to appoint a creative, passionate and inspirational Head of MFL to continue to maintain our high standards in this successful subject. Languages are popular and we are keen to continue to recruit students at Key Stage 4. The successful candidate will lead a team of MFL specialists who have a track record of success and be confident in inspiring students in languages. The ability to teach French & Spanish is essential, whilst the ability to teach German is also desirable.

## Role summary

**Post title:** Head of Modern Foreign Languages

**Grade:** TLR2a (£3391)

**Payscale:** M1 to UPS3

**Responsible to:** Deputy Headteacher

**Responsible for:** All teaching and support-based staff within the subject area as agreed with the Head of School and to assume overall responsibility for the subject.

**Purpose of post:** In addition to the requirements of a class teacher, the post holder will:

- Lead the subject/curriculum effectively to ensure 'Outstanding Achievement for All' and the highest standards of personal development and wellbeing are achieved.
- To analyse and be accountable for student progress/results of the subject/curriculum area and to support, hold accountable, develop and lead the curriculum team.
- Be a role model of professionalism and good practice.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area.
- Lead, manage and deploy teaching/support staff, financial and physical resources within the subject area.

Ensure the consistent application of Chorus Education Trust Policies and Procedures by all staff in the curriculum team.

**Version revised:** January 2025

**Contract:** Permanent

## **Job description**

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The job description should be read alongside the range of professional duties of teachers as set out in the Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Department for Education.

The specific duties and responsibilities include but are not limited to:

### **Lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum**

- To provide strategic leadership for the development and management of Modern Foreign Languages in Key Stage 3 and 4.
- To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.
- To develop and monitor schemes of work and ensure successful implementation which meets curriculum requirements.
- To have an overview of, and contribute to, the planning and delivery of continuous professional development and training related to the teaching of Modern Foreign Languages.
- To develop strategies for the use of other staff to promote new teaching methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning.
- To monitor and evaluate pupil progress.

### **Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils**

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To identify clear, appropriate targets for attainment and/or achievement.
- To monitor and evaluate pupil progress and achievement against targets.
- To lead evaluation strategies to contribute to overall school self-evaluation.
- To undertake lesson observations and provide constructive feedback and support as appropriate.
- To implement school quality procedures and to ensure adherence across the school.

### **Leading, developing and enhancing the teaching practice of other staff**

- To ensure the establishment of common standards of practice and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.

- To provide induction, support and monitoring for new staff.
- To act as a role model of good practice for other teachers, modelling effective strategies with them.
- To act as a performance management team leader for identified teachers.
- To ensure all staff in school are familiar with the aims and objectives of the Modern Foreign Languages Department.

## Specific duties relating to this post

Head of Modern Foreign Languages

This will include:

- Developing teaching and learning in MFL to further improve the experience and outcomes for all children and young people
- Continuing to develop the curriculum to meet the ongoing needs of the children and young people
- Develop the MFL team through professional development in MFL/Whole School priorities
- Plan the support/intervention for those children and young people that need intervention outside of the MFL classroom
- Other duties that will be needed in time to enhance the MFL provision within Chorus Education Trust.

## Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Head of Modern Foreign Languages

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Qualifications</b>			
A relevant degree together with MFL PGCE or equivalent teaching qualification	✓		<b>A</b>
Evidence of commitment to CPD to support areas of the job role	✓		<b>A / I / R</b>
Detailed knowledge and understanding of the current issues in MFL education.	✓		<b>A / I</b>
<b>Experience</b>			
Proven track record of excellent teaching in MFL	✓		<b>A / I / R</b>
Demonstrable evidence of raising and sustaining attainment through successful leadership		✓	<b>A / I / R</b>
Use of student performance data to inform classroom teaching	✓		<b>A / I</b>
Record of success in effective and efficient team management		✓	<b>A / I / R</b>
Experience of managing resources effectively	✓		<b>A / I / R</b>
<b>Professional knowledge and understanding</b>			
An enthusiasm for innovation and developing teaching and learning	✓		<b>A / I / R</b>
An excellent understanding of engagement and how to motivate students	✓		<b>A / I / R</b>
A sound understanding of modern pedagogy methods within the field of teaching MFL	✓		<b>A / I / R</b>

Professional skills			
A high commitment to learning and achievement	✓		<b>A / I / R</b>
Ability and confidence to coach and mentor staff and tackle underperformance	✓		<b>A / I / R</b>
Excellent interpersonal, planning and organisational skills	✓		<b>A / I / R</b>
The ability to collaborate with other staff	✓		<b>A / I / R</b>
Commitment to safeguarding and promoting the safety and welfare of young people.	✓		<b>A / I / R</b>
Ability to inspire confidence in and establish excellent relationships with pupils, teacher and parents.	✓		<b>A / I / R</b>



## Hope Valley College

Hope Valley College is an 11-16 comprehensive school set in a beautiful location in the village of Hope in the heart of the Peak District. The school was originally modelled on the lines of the successful village colleges originated by Henry Morris to provide community education. Hope Valley College now welcomes 550 students from a wide area including Derbyshire, Sheffield and Greater Manchester. On our site, housed in a purpose-built facility, we also run a post-16 SEND provision; Hope Valley Pathways prepares young adults with SEND for life and work and has up to 20 young people on roll.

At Hope Valley College, we offer an ambitious curriculum that is supported by a wide range of enrichment activities. We have high expectations of our students, who achieve well and who are encouraged to embrace the opportunities that our beautiful location offers.



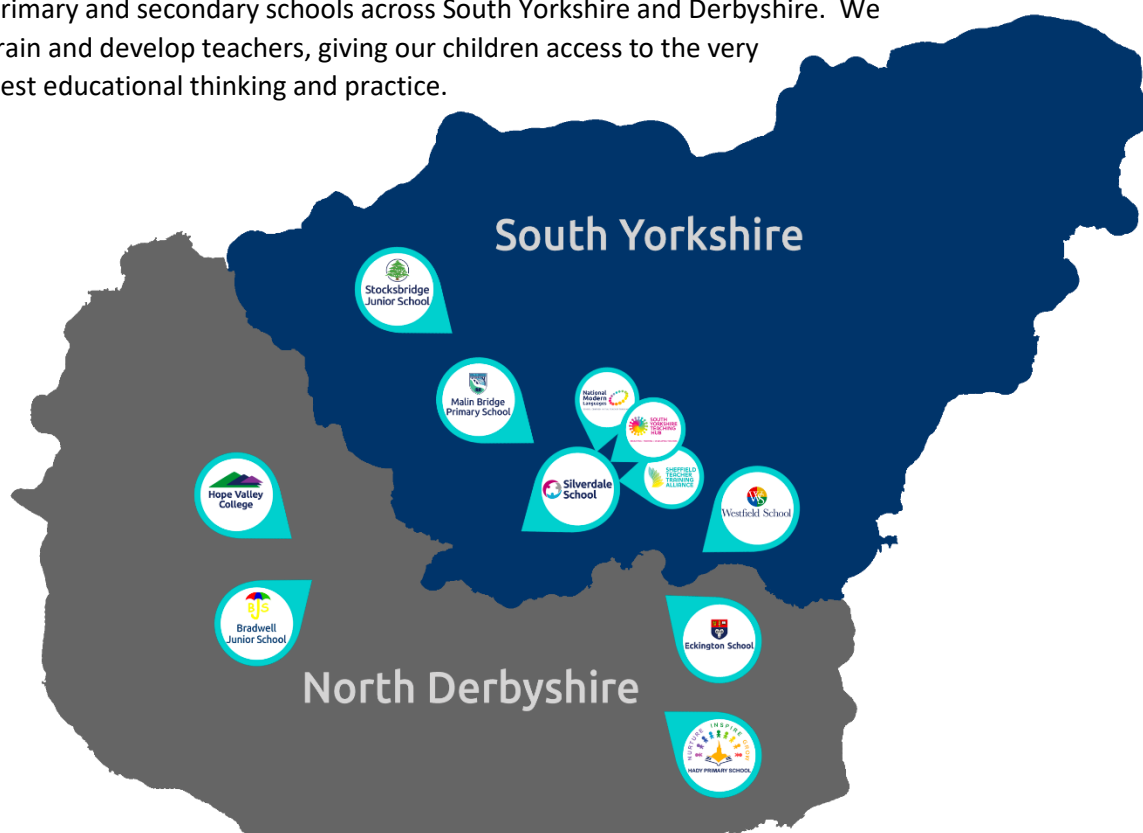
In addition to trust-wide benefits for all staff, those at Hope Valley College also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme, and many outdoor adventure activities.
- Internationally renowned rural landscape on the doorstep.

You can view the school website at: [www.hopevalley.chorustrust.org](http://www.hopevalley.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

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An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
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Leading edge **training and development** through the South Yorkshire Teaching Hub.
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A **collaborative environment** encouraging knowledge sharing and support.
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Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
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Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

**Career progression** opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Lisa Critchlow (HR Officer) at: [recruitment@hopevalley.chorustrust.org](mailto:recruitment@hopevalley.chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 30<sup>th</sup> March 2025.
- Interviews to be held: week beginning 21<sup>st</sup> April 2025.

### Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



### Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.